

## **CLC Receptionist/Floater**

**Receptionist** - Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for answering incoming calls, directing calls to appropriate associates, mail distribution, flow of correspondence, bank deposits, requisition of supplies as well as additional clerical duties. Candidate will be the first and last person our clients come in contact. Required to have MS Office knowledge and skills.

**Floater** - Assist in directing and supervising the daily activities of all children enrolled in program.

Assist in the planning, implementing and participation of developmentally appropriate activities and lessons within state and NAEYC accreditation standards.

Participate in all activities with children and other staff.

Frequent and effective verbal and written communication with parents

Keep Assistant Director apprised of communication with parents

Assist in the documentation and maintenance of up-to-date records of attendance, accidents, and incidents related to the operation of the program.

Ensures safety and growth of all children

Assist in planning, implementing and participating in age appropriate activities, special events, and field trips.

Assist in developing developmentally appropriate lesson plans

Attend and participate in all staff meetings and trainings.

Assist in maintenance and use of program supplies, including snacks, materials, and equipment and keep Assistant Director apprised of needs for the program site

Appropriately handle emergency situations

Report any suspected incidence of child abuse or neglect to CPS and the Director.

Present a positive representation of Center and programs

Know and be familiar with Comstock Community Centers and Community Learning Center's policies and procedures.

Any other related duties as assigned i.e. housekeeping duties.

**Position is Part time.** Hours will be during the days of Monday through Friday, Generally the schedule will be M-W-F 10AM - 6: PM. Maximum Weekly Hours - 29 hours. Maybe scheduled to backup FT Receptionist on an as needed basis. Candidate must pass a security clearance through the State of Michigan (iChat) and the Department of Human Services (DHS).

**Minimum Qualifications:** Entry Level

**Education Required:** High School/GED

**How to Apply**

**If you are interested in this position, please submit your cover and resume to Human Resources via email at [hr@comstockcc.com](mailto:hr@comstockcc.com) or fax to 269-492-0909.**

**Please identify the position which you are applying. Please do not apply if you do not have Mon-Wed-Fri availability from 10AM - 6PM.**